

**Richard L. Brown Elementary School
International Baccalaureate Primary Years Programme**

„Using Our Hearts and Minds to Make a Difference“



**Student/Parent Handbook
2009-2010**

In order to ensure the safety of and provide the most effective educational environment for our students at Richard L. Brown Elementary School, we ask that you adhere to all District and School Policies and that you encourage your child/children, to respectfully adhere to all policies as well. Please review and discuss all pertinent information with your child/children, as they will be expected to adhere to these policies while attending Richard L. Brown Elementary School. Thank you again for your continued support!

ALLERGIES

Please inform the school of any allergies your child may have at the time of enrollment so that the proper precautions can be taken. If your child has a food allergy, please provide a medical statement that can be shared with teachers, food service workers, or anyone who has contact with your child. All allergies should be noted on your child's Emergency Information Card as well.

ARRIVAL/DEPARTURE

The safety of our children is a major concern. For you child's safety we request that students not arrive at school before 8:00 a.m. and that they depart campus by 3:10 p.m. School personnel are not available to supervise early arrivals or late departures. The school will notify parents when students are in violation of this policy. Students requiring supervision before 8:00 a.m. and after 3:10 p.m. should enroll in the Extended Day Program.

Parents of students who arrive before 8:00 a.m. will receive a written warning and will be charged child care fees.

Students requiring supervision before 8:00 a.m. and after 3:10 p.m. must enroll in the Extended Day Program.

ATTENDANCE

(ABSENCES AND TARDINESS)

Florida State Law requires the regular attendance of school-age children, as well as an explanation of any absence. Each time a student is absent, parents **MUST** send a written note to the teacher. Illnesses, death in the family, or extreme inclement weather conditions are cause for excused absences.

The written note clarifies that the parent and/or guardian is aware of the student's absence. A student who is absent five (5) or more days during a grading period without a written excuse will be referred to the Truancy Arbitration Program.

A student is tardy when he/she arrives after 8:35 a.m. Students who arrive after 8:35 a.m. must receive a tardy slip before reporting to class. Habitual tardiness will result in a referral to the Truancy Arbitration Program.

AWARDS

An Awards ceremony will be held at the end of each nine weeks. A schedule of times will be sent to parents with report cards. Students will be issued awards for the following:

- Perfect Attendance-student was present every day
- Faithful Attendance-student was on time every day
- "A" Citizenship-student received an "A" or "E" in citizenship
- "A" Honor Roll- student received an "A" or "E" in all subjects
- "A/B" Honor Roll- student received an "A" or "B" in all subjects

BREAKFAST

All students are served breakfast free of charge from 8:20-8:35 a.m. If your child arrives after the specified time, he/she will not be able to eat breakfast.

BUS TRANSPORTATION

Bus riders must ride to and from school on their assigned bus. STUDENTS MAY NOT RIDE BUSES OTHER THAN THEIR ASSIGNED BUS. If any change in bus assignment or routine transportation is required, the school must be notified in writing. Please keep in mind that last minute changes are difficult to honor and upsetting in many cases to your child. Parents are responsible for transportation when their child misses the bus. Please review pages 26-27 of the Duval County Code of Conduct with your child.

CAFETERIA

The cafeteria uses a computerized system whereby all students, regardless of status (free, reduced, prepaid or cash), will have his/her own account.

Parents may pay in advance by sending money to the school or by visiting www.mylunchmoney.com. Parents are reminded that school personnel cannot lend money to students. The prices are as follows:

Lunch \$1.50

Reduced \$0.40

Students will be expected to use good table manners during each meal. Our cafeteria plan is designed to recognize and reward appropriate behavior.

CELL PHONES

Students are permitted to bring cell phones to school; however, cell phones must be stored out of sight and must be kept in the "off" mode while on school property during regular school hours. Any student who chooses to bring a cell phone will do so at his or her own risk.

CHECK-OUT

Parents should go directly to the main office to check students out of school. Teachers will not allow students to exit the room until informed by the main office. Anyone granted permission to pick up a child from school must show proper identification (driver's license, work I.D., etc...), **INCLUDING THE PARENT! No Child Will Be Released Until Proper I.D. Is Shown!**

Parents will not be permitted to check-out students between 1:10-1:30pm and 2:15-3:00pm.

CHILD CUSTODY

In cases of separation, divorce, or child custody; the parent or legal guardian must provide a copy of the court order to the school, along with a list of individuals who can legally pick up the child, or have school related information pertaining to the welfare of the child (report cards, attendance, etc....).

***Under no circumstance will information pertaining to any child be released via telephone... All Inquiries Must Be Made in Person and Proper Identification MUST BE Provided!**

CIVILITY

Children are easily influenced by adult behavior. Therefore, we ask that all visitors remember to demonstrate positive behavior while on campus. Any visitor exhibiting unruly behavior (using profanity, making threats to cause bodily harm, refusing to adhere to school and/or district policy, disrupting academic instruction or school functions, etc.) will be asked to leave the school grounds. For any visitor who refuses to leave the school grounds, the Jacksonville Sheriff's Office/Police will be notified immediately.

CLASSROOM VISITATION

Richard L. Brown Elementary welcomes parents and guardians to visit our school and observe in our classrooms. However, parental visits will be limited to one hour per school week. For the protection of students and school security, it is required that any person entering the building come directly to the school office before going to the main office and wear proper identification while on school grounds.

Teachers work on a planned schedule. Unnecessary interruptions consume time and hinder classroom instruction. Therefore, parents must schedule a time for classroom visits with the teacher at least 24 hours in advance.

CODE OF CONDUCT

To assist parents, administrators and faculty in maintaining good order and discipline for all students, Duval County Public Schools has developed a Student Code of Conduct. This Code applies to students' conduct on the school grounds, going to and from school, and any location where our school is represented.

COMMUNICATION

Richard L. Brown Elementary works hard to keep parents informed concerning their child's progress at school and about important school activities. Progress reports and newsletters are sent home periodically during each grading period. In addition, teachers may request conferences, make telephone calls, and visit homes, as well.

CONFERENCES

Communication between the school and the home is an essential part of the educational process; therefore, parent-teacher conferences are encouraged. Please call the school, write a note in your child's agenda, or complete a parent conference request form at the main office, when you desire a conference, or notify your child's teacher in writing. Conferences may not be held during the instructional day, but should be arranged by appointment for either before or after class. Parent-teacher conferences requiring the attendance of the principal must also be scheduled in advance; however, such conferences will only be scheduled AFTER a parent/guardian has met with the teacher.

DISCIPLINE

The school provides each student with the maximum opportunity to acquire an education. No student has the right to interfere with this opportunity by his/her actions, poor manners, or lack of consideration. All expectations are developed and enforced with this thought in mind.

A School Wide Discipline Plan is used to enable teachers to create a classroom environment that is conducive to student learning and success. Students are governed by the same rules and expectations no matter where they are on school

grounds. Our aim is to administer discipline with the child's welfare at heart- with decisiveness, firmness and justice.

DISMISSAL

Students are dismissed each day as follows:

2:40 Patrols

2:45 Bus Riders (as buses arrive)

2:50 Car riders and Park-n-riders

3:00 Walkers

All students should depart or be picked up by 3:10 PM. Parents will be charged for extended day when students are not picked up by this time.

*****For your child's safety, transportation changes CANNOT be made over the phone. Please notify your child's teacher in writing if there is a change in the way they go home.*****

DRESS CODE

Student behavior is influenced by proper dress and grooming; therefore, dress and grooming are an important concern of school administrators and teachers at Richard L. Brown Elementary School.

PYP Student Dress Code

1. **Shirts - Red or White with a collar**
2. **Pants - Khaki or blue pants, pleated or flat front worn at the waist**
3. **Skirts - khaki or blue, worn at waist, no shorter than 3" above the crease at the back of the knee**
4. **Shorts - khaki or blue, worn at waist, no shorter than 3" above the crease at the back of the knee**
5. **Belts - must be worn if clothing has belt loops**

General Code of Appearance

1. The personal appearance of students shall be appropriate to the school setting.

2. The wearing of distracting, extreme, or inappropriate apparel is not permitted. Exposed midriff, revealing, and bareback clothes shall not be worn.
3. Hats, caps, sweatbands, bandannas, or any other head coverings will not be worn and should not be brought to school. If worn and confiscated, such headwear will be returned only to the student's parent/guardian.
4. Shoes or sandals must be worn at all times. Flip flops, thongs, or shoes without a back strap are not acceptable or safe footwear.
5. Tank tops, halter tops, spaghetti straps, undershirts, cut-offs, see-through net shirts, swim wear, or garments revealing underwear may not be worn.
6. Clothing displaying inappropriate logos and or advertisements for products with reference to sexually explicit nature (phrases or symbols), drugs, alcohol, gambling, and tobacco will not be permitted.
7. Hairstyles shall be appropriate and consistent with good grooming. Painted hair, shaved haircuts with obscene symbols or language are not allowed. Preparatory hair grooming (hair curlers, wave caps, or wrap caps) are not permissible.
8. To be consistent with good hygiene practices, cleanliness of the physical person and clothing is necessary.
9. Special costumes may be worn when recommended by the activity sponsor and approved by the principal.
10. Sunglasses are not permitted.
11. Clothing may not be worn "backwards" or "inside-out". Jeans or pants waistbands will be worn at waist level - not low on the hips.
12. Blue jeans are perfectly acceptable - torn or ripped jeans are not.

13. Suspenders may be worn - over the shoulders - not hanging down. Overall straps are to be worn over both shoulders.
14. Tight, distracting, or inappropriate apparel should be avoided.
15. It is strongly recommended that students not wear expensive athletic shoes and expensive jackets to school.
16. If the pants have belt loops, the student must wear a belt. Belts must be buckled in the front. Any excess belt hanging from the buckle must be looped through the belt loops.
17. Earrings are the only type of body piercing acceptable.
18. Any clothing symbolic of a cult or gang is not permitted.

This policy on personal appearance is meant to enable the students of Duval County to dress casually, but reasonably. It is the responsibility of all school personnel to report all violations of this policy to the appropriate administrator for action. Nothing in this policy shall be constituted to pre-empt the authority of the principal to act contrary to statements contained herein.

Early Dismissal Dates

Students are dismissed 90 minutes early on these days. Early Dismissal Days usually fall on alternate Wednesdays. The following days will be Early Dismissal Days this year: September 9 & 23, October 7 & 21, November 4 & 18, December 9, January 6 & 20, February 3 & 17, March 3 & 24, April 14 & 28 and May 12

Early Dismissal Times

1:30 Patrols	1:45 Walkers
1:35 Bus riders	1:50 Extended Day
1:40 Car riders & Park-n-riders	

All students should leave campus no later than 2:00 PM or parents will be charged for extended day.

EMERGENCY INFORMATION

It is vitally important that the classroom teacher and school office have an up-to-date list of emergency numbers for each student in cases of an illness or accident.

EMERGENCY AND SAFETY DRILLS

During the school year students participate in practice emergency and safety drills. These include fire, bus evacuation, and severe weather alert drills. Students will be instructed by their teachers regarding the guidelines and procedures for these drills. Students are expected to conduct themselves in a quiet, orderly manner.

FIELD TRIPS

Field trips are a carefully planned part of the instructional program. During the school year students have the opportunity to participate in a variety of educational field trips. Notification will include information about the destination, departure and arrival times, costs, stops, etc. Students with more than two (2) Class II Offenses will not be permitted to attend field trips without a parent/guardian chaperone. The appropriate Field Trip Permission Form must be signed and returned to the teacher prior to the field trip. Telephone permission cannot be substituted for written permission from parents and guardians.

Parent/guardian chaperones are often needed for field trips. Parents who would like to volunteer to chaperone are asked to contact the teacher. It should be understood that only a limited number of parents are needed at one time and all who volunteer may not be asked to go to that particular trip. Children who are not enrolled in Richard L. Brown Elementary may not accompany chaperones on school field trips.

GRADING

Duval County has adopted the following grading system:

A	100-90
B	89-80
C	79-70
D	69-60
F	59-Below

HOMEWORK

Homework is an important part of your child's educational experience. Homework will be assigned Monday - Thursday. All students are expected to read or be read to at least 20 minutes every night.

The purpose of homework is to reinforce classroom instruction. Please check your child's backpack and agenda each day to see if he/she has homework to be completed.

LOST AND FOUND

All items found should be turned in at the office. Inquiry should be made promptly at the office for any lost article. Parents should mark each child's name on all belongings to help with identification. Lost and Found reminders will be included in The PYP Press and unclaimed articles will be given to welfare agencies every month.

MEDICATION

According to Florida Statute 402.305, prescription and nonprescription medication brought to the School by the custodial parent or legal guardian **MUST** be in the original container. Prescription medication must have a label stating the name of the doctor, child's name, name of the medication, and medication directions. All prescription and nonprescription medication shall be dispensed according to written directions on the prescription label or printed manufacturer's label.

All prescribed and non-prescribed medication that is to be taken during school hours must be kept in the school office with a signed "Medication Release Form" on file. Medication Release Forms can be obtained from the school office or the school website.

PARENTAL INVOLVEMENT

Parent participation is very important to our educational program. Parents are encouraged to take advantage of opportunities to become involved with their children's learning. Among the opportunities for parent involvement include membership in PTA, serving on the School Advisory Council (SAC), and volunteering at the school. Parents may also participate in events such as Open House, Parent Nights, and FCAT Workshops.

PARTIES

To preserve valuable instructional time, class parties are limited to dates and times pre-determined by the principal. Birthday parties for students are not permitted at school. However, treats may be brought in if pre-arranged with the teacher's permission and/or principal's approval at least one day in advance.

PATROLS

Patrols are on post daily from 8:00 a.m. - 8:30 a.m. and 2:45 p.m.-3:05 p.m. We ask that both parents and students respect and follow the directions of our Safety Patrols. Students not conforming will be reported and appropriately disciplined.

PROHIBITED ITEMS

School hours should be spent engaged in school activities. Some items brought from home can be distracting and cause the neglect of classroom work. Students are prohibited from bringing toys, games, or audio equipment. **Toy guns are never permitted.**

PROGRESS REPORTS

All K-5 students will receive a progress report every quarter. Please sign and return progress report the next day. Parents are strongly encouraged to schedule a conference w/their child's teacher to discuss concerns.

REPORT CARDS

Each quarter a student report card will be sent home with all K-5 students. Please sign, detach and return the signature portion of the report card only. The report card itself should be kept for your records.

RAINY DAYS

Parents and students together should establish a rainy day procedure so your child knows what to do in case it is raining at dismissal time. Since it is not possible for all students to use the telephone on such days, plan ahead so the office telephone can be available for school business and unforeseen emergencies.

STUDENT SUPPLIES

All students should come to school each day with the supplies needed for class work. The supplies should be replenished throughout the school year. Parents are encouraged to provide their children with a backpack so that books and other items can easily be carried. Students may also be asked to bring items to school for special projects.

TEXTBOOKS

Parents or guardians are liable for loss, destruction, unnecessary damage or failure of students to return books. Students are responsible for textbooks and other materials loaned to them for their use and are expected to care for all books and materials without marking, writing, or damage of any kind.

VISITORS

For the protection of the students, it is required that any person entering the building report directly to the main office to obtain a visitor's badge. Permission must be granted before going to any other part of the building.